**Stewardship Manager, Eastern PA**

**Department:** Development and Marketing/Communications

**Relationships:**

* ReportstoDevelopment Director, Eastern PA

**Location:** Special Olympics PA Norristown office

**Position Summary**

Special Olympics Pennsylvania is seeking a Stewardship Manager, Eastern PA (SME) to join its growing Development team. The SME will oversee all event planning and execution logistics to support both major and minor fundraising and cultivation/stewardship events for eastern PA, maximizing revenue generation and fully integrating events into donor relations efforts. The SME will collaborate and coordinate with other department leadership and regional teams to realize measurable revenue growth, meaningful donor/partner relations and enhanced volunteer engagement.

**Key Responsibilities**

* Under the guidance of the Development Director, Eastern PA and other Development & Marketing/ Communications leadership staff, informs and implements activities that support fundraising operations. Ensures effective management and strategy in event fundraising, cultivation and stewardship activities.
* Creates an annual operating plan for fundraising events, including functional goals and objectives, resource requirements, and measurable outcomes. Monitors progress against plan and leads the discussion of innovations and changes to respond to challenges and opportunities in achieving plan goals.
* Supports and manages all event logistics, including sponsorship fulfillment, participant enrollment, dynamic crowdfunding, on-site coordination and contract execution, vendor management, volunteer recruitment and management, and distribution of creative collateral and marketing/promotional materials.
* Independently manages a donor portfolio of approximately 50 accounts with an aggregate value of at least $100,000.
* Works closely with the Director of Development Administration and Development and Marketing Coordinator to ensure efficacy, accuracy and integration between the development database systems (Classy and Raiser’s Edge NXT).
* Brings information and tools to a “campaign ready” state in terms of quality, business processes, reporting and analysis for use of information in decision-making.
* Assists in the assessment of operational and strategic needs, focused on areas of reporting and workflow.

**Qualifications**

* Bachelor’s degree required or equivalent experience.
* Five or more years of professional experience and proven success in the design and delivery of fundraising and sponsorship-driven events, including dynamic crowd-funding event models.
* Demonstrated aptitude for strategic planning, fundraising, developing annual operating plans for events departments and programs, and analytical skills to drive measurable results.
* Experience and skill working with online event registration systems, prospect and donor information systems, and reporting tools. Specific experience with Raiser’s Edge and Classy a plus.
* A strong knowledge of Microsoft Office (Excel, Word and PowerPoint).
* Excellent interpersonal and communications skills. Must be able to work across organizational divisions to maximize results.
* Maturity of judgment, high level of accuracy and close attention to detail, with strong ethical sense to handle confidential and sensitive gift and donor information appropriately.
* Motivated and deadline oriented with a proven track record at delivering results within a fast-paced team-driven environment.
* The ability to work independently and creatively within established guidelines; a self-starter.
* Willingness to work nights and weekends, with travel across Eastern Pennsylvania required.

Serious applicants should send a cover letter, resume, and salary requirement to [jblitzer@specialolympicspa.org](mailto:jblitzer@specialolympicspa.org).

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer.  We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

**ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join “The Inclusion Revolution,” visit [www.specialolympicspa.org](http://www.specialolympicspa.org).